Goals for this Workshop

1. Defining Oral History
2. Project Design
3. Ethical and Legal Considerations in Oral History
4. Digital Recording and Equipment
5. Interview Techniques, The Basics
6. Digital Preservation, The Very Basics

To Be Continued Later…

1. Advanced Interviewing
2. Interview Processing (Notes, Organization, etc.)
3. Digital Preservation
4. Digital Access
5. Potential Outcomes for Your Project

Preparation for the Workshop

1. Full Reading List and Abbreviated Workshop Reading List [to be shared Monday, April 30th]
2. 2 Readings from Reading List, attendee’s choice given their personal concerns
3. Project Design Packet to be filled out before workshop

Proposed Agenda (~2 Hour format)

1. (3 min) - Introductions
2. (2 min) - Basic Resources in Oral History (Oral History Association, BUIOH, Oral History in the Digital Age)
3. (15 min) - Defining Oral History (Theory and Methodology, Divergences from Social Science and Journalistic Interviews)
4. (15 min) Project Design (Goals, Topics, Timelines, Gatekeepers, Identifying Narrators, etc.)
5. (20 min) - Ethical and Legal Considerations and Best Practices (Long-Range Outcomes, Oral History Ethics, Correct Representation, Oral History Ethics, Documentation, Copyright Transfer, Future Use, Restricted Interviews, etc.)
6. (5 min) Q&A, Part 1
7. (20 min) - Digital Recording and Equipment (Recording Oral History Guiding Principles, Audio and Video Equipment, Audio Recording Audio File Formats, Digital Recorders, Microphones, Video Recording, Lux Ratings, Video Recording Formats, Audio v.s. Video Recording, Smart Phone Recording, Skype Interviews.)
8. (20 min) – The Interview
	1. Your role as an Interviewer (Temperament, Goals, Research, Insider/Outsider Dynamics, Preparation, Pre-Interview, etc.)
	2. Interview Settings and locations
	3. At the Interview (Introductions, Initiating the Interview, Controlling the Interview, Asking Questions, Deep and Active Listening, Asking Tough Questions, Dealing with Frustrating Situations, Interviewing Techniques, Summary Questions)
9. (5 min.) – After the Interview (Digital Preservation, Interview Notes, Transcriptions, Transcription Alternatives, Organization, etc.)
10. (10 min.) – Q&A, Part 2